

KHRIS KHRONICLE

KEEPING KENTUCKY EMPLOYEES CONNECTED

The Personnel Cabinet publishes this newsletter monthly to provide information regarding the implementation of the Kentucky Human Resource Information System (KHRIS).

Issue 2

<http://personnel.ky.gov/persadmin/khris/>

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Employee Training Is Key to the KHRIS Program

The Kentucky Human Resource Information System (KHRIS) is coming in 2009! One of the most important components will be training all employees on KHRIS.

The KHRIS training team has spent a great deal of time working with our IBM partner to develop courses which offer the knowledge and skills needed to use the system effectively. KHRIS Training co-lead Dawn Moreland said, *"We understand employee's concerns about the new system and will work to address them through the training program we have developed."*

Every employee will eventually receive training on KHRIS. While the Personnel Cabinet is in charge of developing the training program, each agency will determine when and how their employees will be trained. Each agency has a designated training team.

The KHRIS program is relatively easy to use and does not require a complex or complicated training program.

All employees will receive basic Employee Self Service (ESS) training. Employees who have supervisory responsibilities will receive Manager Self Service (MSS) training.

While some employees will be trained in a face-to-face process, others will be trained through online tutorials and handouts. All employees will be taught how to access KHRIS online anywhere, anytime.



Employees who are trained in **ESS** will learn how to:

- Submit their own timesheet and leave requests
- Track and request training
- Make changes to their own home address and individual personnel information
- View leave balances and statements
- Make enrollment choices for the state health insurance program

Employees who are trained in **MSS** will learn how to:

- Approve time sheets and leave requests directly online without having to sign a paper copy
- View a team calendar showing all planned attendances/absences for their direct reporting employees
- Review planned training for their employees

In addition to the training provided, employees will also have access to reference materials and updates.

News update on the KHRIS Launch date:

Since our previous *KHRONICLE* much work has taken place in quality assurance, testing, and training preparation. In light of those activities, the launch date has been adjusted to March 2009. Providing a quality human resource system is the ultimate goal and this change will allow us to achieve the high standards in which this project was founded upon. Related training activities will be scheduled in advance of implementation to assure users have the knowledge needed to be successful.

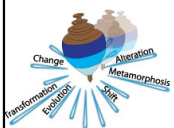
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This section is a continuing feature highlighting some of the individuals who have contributed to the development of KHRIS.

Stuart Weatherford brings experience from three major projects, ePay, MARS and eMARS, where he worked on special assignment in their design. His contributions to KHRIS not only include planning the design, but planning for implementation of the system. With the help of the Transportation Cabinet, he has worked extensively on the plans to put all the Commonwealth employees on the same payroll system. Stuart's piece of KHRIS will impact how payroll results download to eMARS, increase reconciliation between KHRIS, eMARS and the bank and help eliminate manual payroll.

Armed with an MBA from the University of Kentucky, Stuart came on board to the Commonwealth in 1990. He has seen his fair share of changes in the computer system since then. Stuart's philosophy and practice are to marry technical skills with functional skills. "These days, you can't be an accountant without also being a relational database person."

Stuart is upbeat about KHRIS. He is especially excited about the new ability of employees to manage their own personnel information. He also expressed pleasure that the KHRIS package was an off-the-shelf option instead of a custom-made program. He cited the fact that with an off-the-shelf purchase, the Commonwealth will have an easier time obtaining and installing the newest updates. Stuart was optimistic about the changes about to visit state government. "There may be some pain in the short term, but there will be a greater long-term benefit."

Good job, Stuart, and thank you for all your assistance!

Did you know that some of the systems being replaced by KHRIS were in use in 1988?

....a look back at 1988



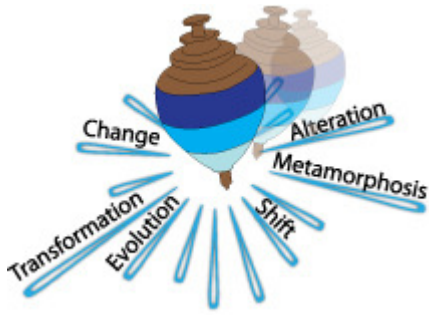
- The Jamaica National bobsled team stunned the world and received major media attention at the 1988 Winter Olympics in Calgary, Canada for its unexpected good performance
- Ronald Reagan was president of the United States
- CDs outsold vinyl for the first time ever
- A gallon of regular gas cost \$1.08 US
- Cost of a first-class stamp was .22 (.25 as of 04/03/88)
- San Francisco won Super Bowl XXIII
- *Rainman*, *Big*, and *Bull Durham* were all popular movies at the box office.
- Faxphones were \$1,295 and a Compaq 286 laptop was \$5,399
- *Roseanne*, *The Cosby Show*, and *L.A. Law* were popular TV shows.



Troy Robinson

We are looking forward to the implementation of KHRIS, as it will provide enhanced employee self service features. The majority of our cabinet currently uses a web-based timesheet, which has been very beneficial for time reporting. However, it is exciting to know that all State agencies will utilize a unified, web-based timesheet and will benefit from the automated process that it can provide. In addition, employees will be able to submit leave/overtime requests, training requests and participate in the employee evaluation process by electronic means. KHRIS will have the ability to more efficiently adjust incorrect paychecks and will have tracking capabilities pertaining to Adverse Weather Leave and leave sharing. KHRIS will also be capable of allocating time via multiple-strip funding which should be very useful relevant to project management. These technological advantages of KHRIS will allow our staff to provide a higher level of customer service to our employees.

-Troy Robinson, Finance and Administration Cabinet



What Do We Do in Times of Change?

Something occurs when we accept personal responsibility for our behavior and results. It is not easy to do! It is human nature to “pass the buck.” As Mac Anderson states in his book, “Change is Good, You Go First,” he states that when things go wrong in his business, or his life, he can always find the culprit...in the mirror.” He continues to say that it in every instance he examines the choices he makes, which in turn helps him understand where he is exactly today.

Reviewing and truly understanding the choices we make is one way in which we can accept and ultimately embrace change. It is our attitude that helps us get through it!

So what do we need to do during times of change? For managers, one of the most important things to do is to have your employees understand how taking responsibility, ownership, and recognizing problems as opportunities will help them not only grow as individuals but also help the company. Help others in times of change to see “what’s in it for them?”

B. J. Gallagher and Steve Ventura personal accountability authors of “Who are ‘They’ Anyway?” provide a list of how each individual in the company can benefit by adopting a “personal accountability attitude:”

- You have more control over your destiny
- You become an active contributor rather than a passive observer
- Others look to you for leadership
- You gain the reputation as a problem solver
- You enhance your career opportunities
- You enjoy the satisfaction that comes from getting things done...the power of positive doing
- You experience less anger, frustration and helplessness – all leading to better physical health
- You realize a positive spillover effect into your personal life at home

They continue to emphasize that the most important words of personal accountability are:

- The 10 most important words: “I won’t wait for others to take the first step”
- The 9 most important words: “If it is to be, it’s up to me”
- The 8 most important words: “If not me, who? If not now, when?”
- The 7 most important words: “Let me take a shot at it”
- The 6 most important words: “I will not pass the buck”
- The 5 most important words : “You can count on me”
- The 4 most important words: “It IS my job”
- The 3 most important words: “Just do it!”
- The 2 most important words: “I will”
- The 1 most important word: “Me”

Information taken from Mac Anderson and Tom Feltenstein’s book, “Change is Good, You Go First.”



Some of the KHRIS team take time out for a photo.

For More Information

To learn more about KHRIS and its implementation, please visit the KHRIS link on the Personnel Cabinet’s website at <http://personnel.ky.gov/programs/khris>. If you have any comments or suggestions regarding the *KHRIS Khronicle*, please contact the KHRIS Communications Team at Personnel.KHRISproject@ky.gov.